

## ITEM CARD (SYLLABUS)

### Opis przedmiotu

|   |                                   |  |                                       |                       |        |
|---|-----------------------------------|--|---------------------------------------|-----------------------|--------|
| Code course                                 |                                   | Nazwa przedmiotu   | PLANOWANIE I PROGNOZOWANIE W BIZNESIE |                       |        |
| E//O/I/NST/C.57                             |                                   |  | PLANNING AND FORECASTING IN BUSINESS  |                       |        |
| Language                                    |                                   | English  |                                       |                       |        |
| Academic Year                               |                                   | 2023/2024  |                                       |                       |        |
| Direction of study                          |                                   | Economics  |                                       |                       |        |
|   |                                   | -  |                                       |                       |        |
| Level of education (study)                  |                                   | Level 1  |                                       |                       |        |
| Profile of education (study)                |                                   | General academic   |                                       |                       |        |
| Form of study                               |                                   | Extramural   |                                       |                       |        |
| Semester / semesters                        |                                   | 5  |                                       |                       |        |
| Belonging to a course groups                |                                   | Group of elective classes in the field of: International Business and Finance (IBF)                                  |                                       |                       |        |
| Course status                               |                                   | Elective   |                                       |                       |        |
| Form of classes, hours, points ECTS         |                                   | Form of classes  | Number of hours                       | Number of points ECTS |        |
|   |                                   | Lecture  | [h]                                   | 2 ECTS                |        |
|   |                                   | Exercises  | [h]                                   |                       |        |
|   |                                   | Seminar  | 15 [h]                                |                       |        |
| Relationship of subject                     | with profile of education (study) | Related to conducted scientific activity in the field of management and quality / economics and finance              |                                       |                       | 1 ECTS |
|   | with qualifications               | -----  |                                       |                       | ECTS   |
|   | with discipline                   | Economics and finance  |                                       |                       | 2 ECTS |
| Form of teaching                            |                                   | traditional - classes organized at the University / classes conducted using distance learning methods and techniques |                                       |                       |        |
| The criterion for the selection of students |                                   | All students of economics  |                                       |                       |        |
| Unit running course                         |                                   | Department of Business and International Finance   |                                       |                       |        |
| Coordinator                                 |                                   | dr Łukasz Wójtowicz  |                                       |                       |        |
| Faculty www address                         |                                   | http://weif.uniwersytetradom.pl  |                                       |                       |        |
| E-mail, phone number of coordinator         |                                   | l.wojtowicz@uthrad.pl, 48 361-74-10  |                                       |                       |        |

### COURSE OUTCOMES, METHODS OF TEACHING AND VERIFICATION OF THE EFFECTS OF EDUCATION

|  |   |
|--|---|
| Purpose of the course:   | The students should obtain solid knowledge, skills and competences concern planning and forecasting and preparing the budgets and business plan in enterprise under condition of risk and uncertainty   |
| Course teaching content:   | <p>The content of the classes is related to the conducted scientific research</p> <p><b>Seminar 15 h</b></p> <ol style="list-style-type: none"> <li>1. Business and business environment 1h (W1,U1,K1)</li> <li>2. Stimulus and barriers of business development 1h (BN, W1,U1,K1)</li> <li>3. Strategy of business 1h (W1,U1,K1)</li> <li>4. Business, profitability, risk and uncertainty 1h (W1,U1,K1)</li> <li>5. Planning business 1h (W1,U1,K1)</li> <li>6. Planning and prognosis 1h (W1,U1,K1)</li> <li>7. Methods of prognosis, quantitative methods implementation 1h (BN,W1,U1,K1)</li> <li>8. Business plan – construction 2h (Bn,W1,U1,U2,K1)</li> <li>9. Annual budget – construction 2h (W1,U1,U2,K1)</li> <li>10. Preparation and evaluation of economic projects 4h (W1,U1,U2,K1)</li> </ol> |
| Method of teaching:  | <ul style="list-style-type: none"> <li>• Seminar, Informative lecture,</li> <li>• practical analytical exercises,</li> <li>• case studies.</li> </ul>   |
| Grading criteria, criteria for assessing learning outcomes, method of calculating the final grade: | <p><i>The condition for passing the course is to achieve all the required learning outcomes specified for the subject.</i></p> <p>Final grade – 100% activity evaluation.</p> <p>Detailed rules and entitlements for students with special needs, including those with disabilities and chronic illnesses, regarding participation, completion of coursework, and taking exams, are specified in the Regulations for Studies, Rules of Study, Procedure for Ensuring Accessibility of the Learning Process for Students with Special Needs, including those with disabilities and chronic illnesses.</p>  |

| Education effects for the course in relation to the direction effects and form of classes |   |                                   |  | Verification methods of learning outcomes (form check)                   |                         |
|---|---|-----------------------------------|--|--|-------------------------|
| Number of education effect  | Description effects of education for the subject (PEU)<br>Student who has completed the course (W) know and understands/(U) is able to /(K) is ready to:: | Directional learning effect (KEU) | Form of realization of teaching            | Examination form   | Form check              |
| W1  | Student knows problems of international integration of financial markets- background processes, advantages and disadvantages                              | K_W01                             | Seminar, discussion, case studies analysis | Evaluation of students work based on the his/her activity during classes | Activity during classes |
| U1  | Student knows measures of integration's degree  | K_U02                             | Seminar, discussion, case studies analysis | Evaluation of students work based on the his/her activity                | Activity during classes |

|    |  |       |  |  |                         |
|----|--|-------|--|--|-------------------------|
|    |  |       |  | during classes   |                         |
| U2 | Students understands methods of analysis the phenomena of integration of financial markets | K_U06 | Seminar, discussion, case studies analysis | Evaluation of students work based on the his/her activity during classes             | Activity during classes |
| K1 | Student can collect statistical data for analysis  | K_K01 | Seminar, discussion, case studies analysis | Passing the Evaluation of students work based on the his/her activity during classes | Activity during classes |

| Recommended reading, literature supplement, teaching aids |   |
|---|---|
| 1.  | Abrams R.(2019), Successful Business Plan. Secret & Strategy, Planning Shop, 7th Edition.   |
| 2.  | Eva M., Hindle K., Rollason C. (2014), Business Analysis, BSC Institute for IT.   |
| 3.  | Dewhurst J., An introduction to business and business planning, <a href="https://bookboon.com/en/an-introduction-to-business-and-business-planning-ebook">https://bookboon.com/en/an-introduction-to-business-and-business-planning-ebook</a> |
| 4.  | A detailed list of additional literature and web sources and teaching aids will be given by a teacher during the first class  |

| dent workload needed to achieve the assumed learning outcomes - balance of ECTS points |                             |  |                  |
|--|-----------------------------|--|------------------|
| Participationin classes,activities   | Student's working hours [h] |  |                  |
|  | Other hours. Contact (IGK)  | Classes without a teacher – student's own work (ZBN) | Classes          |
| Participation in Lectures/ Seminars  | X                           | X  | 15 [h]           |
| Participation in Exercises/Laboratories  | X                           | X  | X                |
| Participation in the Consultation  | 5 [h]                       | X  | X                |
| Preparing to lectures/ exercises/seminars<br>Preparation for an examination            | X                           | 30[h]  | X                |
| Summary of student's workload  | 5 [h]/ 0,2 ECTS             | 30 [h]/ 1,0 ECTS                                     | 15 [h]/ 0,6 ECTS |
| Points of ECTS for subject   | 50 [h] / 2 ECTS             |  |                  |

| Additional information and remarks  |
|---|
| For students with special needs, including those with disabilities and chronic illnesses, the methods and forms of verifying learning outcomes specified above (in the course syllabus) are appropriately adjusted to meet the individual needs of these students.<br>"The detailed rules and rights of students with special needs, including those with disabilities and chronic illnesses, regarding participation, assessment, and examinations, are specified in the Study Regulations, Study Rules, and Procedures for Ensuring Accessibility of the Educational Process for Students with Special Needs, including those with disabilities and chronic illnesses." |

